

KidTraks User Training for Probation

Interfacing with KidTraks

Demographic information must first be entered in either Quest or JTAC to create referrals in the KidTraks system.






Creating a Service Referral in the Wizard (Demo)

Referral Wizard Features

Wizard shows...

- All referable services
 - Definitions of the services
 - Providers who offer the service in the county
- 
- A dark blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the bottom-right.

Referral Wizard Features

Service Referrals

Individual Child Placement Referrals

DCS Foster Homes

LCPA Foster Homes

Residential/Group home

A dark blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the bottom-right.

Referral Wizard Features

- Wizard includes service packages
- Providers can access approved service referrals and placement referrals
 - Probation Officers no longer need to send copies to providers

Referral Wizard Features

- Recommended Services
 - Community Mental Health Centers can send recommended services for probation officer approval
 - Attachments

Quest

The screenshot shows the Quest system interface. On the left is a sidebar with the Quest logo, a menu icon, and user information: "Jurisdiction: DEMO", "User: ERIC", and "Feb 7, 2012 4:28 PM". The main area has a top navigation bar with links: "Addresses", "Contact numbers", "Emergency contacts", "Relatives", "Cases", "Incidents", "Warrants", "Aliases", "Physical identifiers", "Person attributes", "Other identifiers", "Schools attended", "Employers", "Medical alerts", "Facility stays", "Substance reports", "Notes", and "Notebooks". Below this is a form for "Identifying information". The "Name" section includes fields for First (Gilbert), Middle, Last (Grape), and Generation (dropdown). There are also fields for File number, Emancipated (radio buttons), Status (dropdown: "OK - The person is alive"), and links for "History", "Documents", and "Check Repository". The "Identifying information" section includes Race (H - Hispanic), Sex (M - Male), Date of birth (4/20/1997), Age (14), Date of death, Ethnicity (dropdown), Citizenship (CTZ - US Citizen), Language (dropdown), Religion (dropdown), Marital Status (dropdown), Height (feet/inches), Weight, Hair color (dropdown), Eye color (dropdown), Place of birth, and SSN/Business ID.

Step 1:

Enter basic demographic information

The screenshot shows the "Address detail" form for "Gilbert Grape". It features an American flag header and the text "This is a new entry". The form includes fields for Address type (H - Home Address), From date (1/1/2012), To date, Address line 1 (6215 W. 38th Street), Address line 2, City (Indianapolis), State (IN - Indiana), Zip, Country, County (49 - Marion), and Geocode.

Step 2: Enter youth's address

The screenshot shows the "Case detail" form for "Gilbert Grape". It features an American flag header and the text "This is a new entry". The form includes fields for Case type (CHJD - Courtesy Hold Juvenile Delinquent), Sealed (No), Expunged (No), Assigned/home court (D01 - Superior Court 1), Name (Gilbert Grape), Role (PL - Plaintiff), Referring agency (49 - Marion County), Start date (2/5/2012), and Case caption. The footer shows "© 2001-2012 Gottlieb & Wertz, Inc."

Step 3:

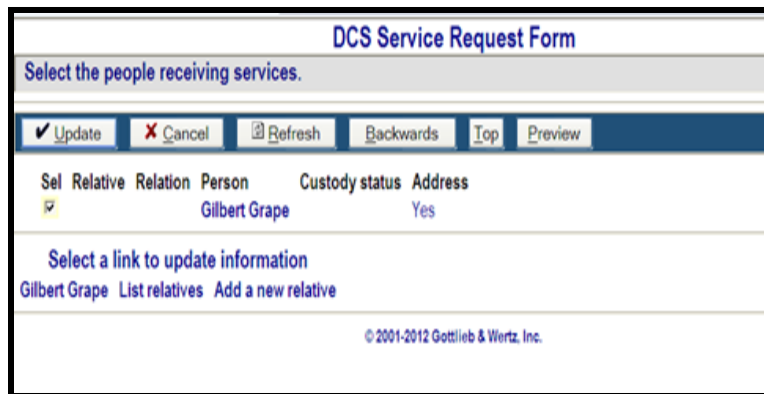
Create a "Case" for the youth.

Quest (Continued)



The screenshot shows the 'Document detail' page in the Quest system. At the top, there is a header with the Quest logo, a 'Menu' button, and a banner image of the American flag. Below the header, the page displays 'Jurisdiction: DEMO', 'User: ERIC', and the date 'Feb 7, 2012 4:36 PM'. The main content area is titled 'Document detail' and includes a message 'This is a new entry'. It features a 'Document date/time' field, a 'Template' dropdown menu (currently showing 'DCSIVESRV - DCS Service Request Form'), and checkboxes for 'Send notice' and 'Sealed'. The 'Document for:' field shows 'Gilbert Grape'. Below this, the 'Case(s)' field lists 'Gilbert Grape: Case 1 - Plaintiff - 48D021202CHJD000001 (Active; Inf Adjust)'. The footer contains the copyright notice '© 2001-2012 Gottlieb & Wertz, Inc.'.

Step 4: Add a new document, select the DCSIVESRV form, click “UPDATE”



The screenshot shows the 'DCS Service Request Form' in the Quest system. The title 'DCS Service Request Form' is at the top. Below it, the instruction 'Select the people receiving services.' is displayed. A toolbar contains buttons for 'Update' (checked), 'Cancel', 'Refresh', 'Backwards', 'Top', and 'Preview'. Below the toolbar, a table lists the selected person:

Sel	Relative	Relation	Person	Custody status	Address
<input checked="" type="checkbox"/>			Gilbert Grape	Yes	

Below the table, the instruction 'Select a link to update information' is shown, followed by links for 'Gilbert Grape', 'List relatives', and 'Add a new relative'. The footer contains the copyright notice '© 2001-2012 Gottlieb & Wertz, Inc.'.

Step 5: Select the youth and click “UPDATE”



You will then be taken into the KidTraks system.

JTAC

CASE REVIEW/SUBMIT

Case #:	(Pending)	County:	Marion
Name:	Smith, John	JPO Name:	Jyothi Gajula
Address:	123 Main street Indianapolis, IN	JPO Phone:	(317) 234-0828
		JPO Email:	jyothi.gajula@dc.in.gov

General Referrals Placements **Final Review**

Household Members
There are no household members associated with this case.

Non-Household Case Participants
There are no other case participants associated with this case.

How do I manage referrals?
This is the explanation of the new process for cases not yet in ICWIS.

[Submit Case](#)

Step 1: “Submit Case” This will submit the data to ICWIS and generate the Case # and Person ID.

Note: If other family members are to receive services, demographic information and address should be entered, ICWIS will then generate Person IDs.

CASE INFORMATION

[Download PDF](#)

Case #:	1220775149 (Open)	County:	Marion
Name:	Smith, John	JPO Name:	Jyothi Gajula
Address:	123 Main street Indianapolis, IN	JPO Phone:	(317) 234-0828
		JPO Email:	jyothi.gajula@dc.in.gov

General Referrals Placements

Child Information

ICWIS #:	206118349	Race:	White
Child Name:	Smith, John	Hispanic/Latino:	Yes
SSN:	****7931	Citizenship:	US Citizen
Verification:	ICES	Verification:	Court Document
Gender:	M	Caregiver (P):	N/A
DOB:	02/01/2000	Caregiver (S):	N/A
Verification:	Contract		

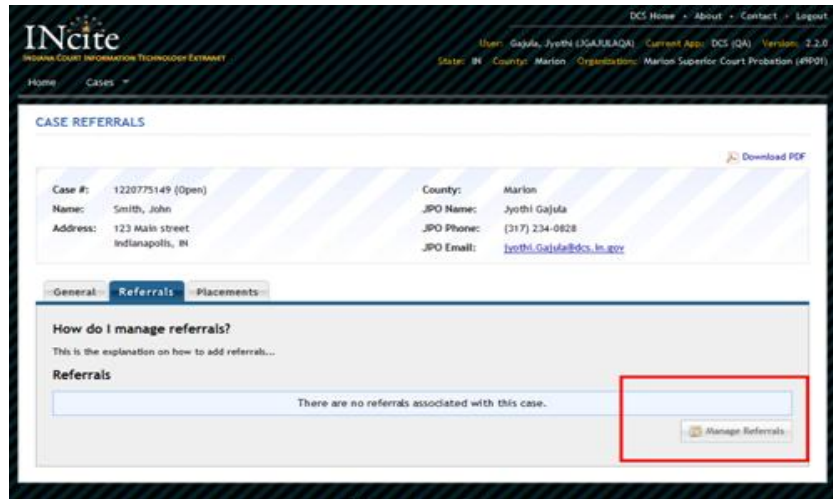
[Edit Case/Child](#) [Close Case](#)

Household Members [Include Inactive Participants](#)
There are no household members associated with this case. [Add](#)

Non-Household Members [Include Inactive Participants](#)

Step 2: Submit initial Case, generate case status “Open “ person and Case ID will populate.

JTAC (continued)



INcite
INDIANA COURT INFORMATION TECHNOLOGY EXTENSION

DCS Home • About • Contact • Logout

User: Gajula, Jyothi (JGAJULAQA) Current App: DCS (QA) Version: 2.2.0
State: IN County: Marion Organization: Marion Superior Court Probation (#R001)

Home Cases

CASE REFERRALS

Download PDF

Case #:	1220775149 (Open)	County:	Marion
Name:	Smith, John	JPO Name:	Jyothi Gajula
Address:	123 Main street Indianapolis, IN	JPO Phone:	(317) 234-0928
		JPO Email:	jyothi.gajula@dcsc.in.gov

General Referrals Placements

How do I manage referrals?

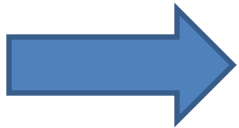
This is the explanation on how to add referrals...

Referrals

There are no referrals associated with this case.

Manage Referrals

Step 3: On the Referrals tab click the “Manage Referrals” button.



You will then be taken into the KidTraks system

Note: The youth must have both person and Case ID's in order refer in the KidTraks system.

Placements



Entering Placements in Quest

The placements should start from the time of removal from the home. There should be no gaps in placement.

County	29 - Hamilton	Provider contains	
Provider	155611933 - HAMILTON CO JUVENILE DETENTION CTR		
Placement	FOSTER - SUBSTITUTE CARE		
Relationship	001 - None		
Start Date	11/16/2011	End Date	11/17/2011
County	49 - Marion	Provider contains	ind
Provider	68496298 - COCL (THE PARENT COMPANY OF INDIANA DEVELOPMENTAL TRAINING CENTER)		
Placement	FOST		
Relationship	001		
Start Date	11/17/2011	End Date	
County	49 - Madison	Provider contains	
Provider	- Select -		
Placement	- Select -		
Relationship	001 - None		
Start Date		End Date	
County	49 - Madison	Provider contains	
Provider	- Select -		

Step 1: Enter the placement on the IV-E eligibility form.

DCS IV-E Eligibility

Do you need to access KidsTrack to do an ICPR for placements?

If you select 'yes', after completing this document, you should automatically see the KidsTrack Wizard. If not, you probably have Pop-Up Blocking enabled on your browser. Disable it and then refresh this page.

☒ Yes ☐ No

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Step 2: Do you need to access KidTraks to do an ICPR placement? Click "Yes"

 You will then be taken into the KidTraks system

Entering Placements in JTAC

INcite
INDIANA COURT INFORMATION TECHNOLOGY EXTENSIVE

User: Gajula, Jyothi (JGAJULAQA) Current App: DCS (QA) Version: 2.2.0
State: IN County: Marion Organization: Marion Superior Court Probation (49P01)

Home Cases

CASE PLACEMENTS

Download PDF

Case #: 1220775149 (Open) County: Marion
Name: Smith, John JPO Name: Jyothi Gajula
Address: 123 Main street JPO Phone: (317) 234-0828
Indianapolis, IN JPO Email: jyothi.gajula@dcs.in.gov

General Referrals **Placements**

Placements

Include Volded Records ☐

There are no placements associated with this case.

Add Placement

Step 1: On the Placement tab, click “Add Placement”

INcite
INDIANA COURT INFORMATION TECHNOLOGY EXTENSIVE

User: Gajula, Jyothi (JGAJULAQA) Current App: DCS (QA) Version: 2.2.0
State: IN County: Marion Organization: Marion Superior Court Probation (49P01)

Home Cases

CASE PLACEMENTS

Download PDF

Case #: 1220775149 (Pending Placement) County: Marion
Name: Smith, John JPO Name: Jyothi Gajula
Address: 123 Main street JPO Phone: (317) 234-0828
Indianapolis, IN JPO Email: jyothi.gajula@dcs.in.gov

General Referrals **Placements** Hearings Earned Income Unearned Income Assets Final Review

Placement Information

Removal Date: 01/16/2012 Disabilities: None
Date Last Lived With: 01/16/2012 Adoption Type: Not Adopted
Adoption Date: N/A

Edit Placement Info Edit Removal Date Remove All Placements

Placements

Resource	Relationship	Program	Begin Date	End Date
ABNER DEREK AND LAURA (#573733149)	None	SUBSTITUTE CARE	01/16/2012 12:00 AM	Yold

Add Trial Home Visit Add Runaway From Placement Add Placement

Permanency Plans

There are no permanency plans associated with this case.

Add

Step 2: Enter initial placement and information on tabs for IV-E eligibility

Placements in JTAC (continued)

INcite
Indiana Court System Case Management System

Case # 1230775149 (Pending Placement)
Name: Smith, John
Address: 123 Main Street
Indianapolis, IN

County: Marion
JPO Name: Cynthia Gajda
JPO Phone: (317) 234-0028
JPO Email: cynthia.gajda@icws.in.gov

Download PDF

General Referrals Placements Hearings Earned Income Unearned Income Assets **Final Review**

Household Members

ICWS #	Name	Relationship	DOB	YOM/Vaccination	Address
(None)	Smith, John	Mother	10/04/1975	Not On File	Same As Household

Non-Household Case Participants

There are no non-household members associated with this case.

How do I manage referrals?
This is the explanation of the new process for cases not yet in ICWS.

Placements

Resource	Relationship	Program	Begin Date	End Date
ADRIAN DEVER AND LAKIA (12/17/2014)	None	SUBSTITUTE CARE	01/14/2015 10:00 AM	

Permanency Plans

There are no permanency plans associated with this case.

Hearings

Date	Case Number	Outcomes
01/14/2015	test case	<ul style="list-style-type: none">Best Interest/Contrary to the Welfare ReviewedPlacement and Care ReviewedRevised Ordered and CMH Placed in Out of Home Care

Removal Month Earned Income

There are no removal month earned incomes associated with this case.

Removal Month Unearned Income

There are no removal month unearned incomes associated with this case.

Employment Income

There are no employment records associated with this case.

Ongoing Unearned Income

There are no ongoing unearned incomes associated with this case.

Removal Month Assets

There are no resources/assets associated with this case.

Ongoing Assets

There are no resources/assets associated with this case.

Submit Case

Step 3: Click "Submit Case" to send information to ICWIS

Placements in JTAC (continued)

General

Referrals

Placements

Hearings

Earned Income

Unearned Income

Assets

Education

Placement Information

Removal Date:01/16/2012

Date Last Lived With:01/16/2012

Disabilities:None

Adoption Type:Not Adopted

Adoption Date:N/A

Edit Placement Info

Edit Removal Date

Placements

Include Voiced Records ☐

Resource	Relationship	Program	Begin Date	End Date	
Jones Elaine, Lcpa-0016 (#195863933)	None	Substitute Care	02/09/2012	02/09/2012	Mark As Error
Jones, Dennis And Sandra (Lcpa #53676) (#74836098)	None	Substitute Care	02/09/2012	02/09/2012	Mark As Error
Youth Opportunity Center 33437 (#153955933)	None	Substitute Care	02/09/2012		Mark As Error
Lutherwood Residential Treatment Center 32095 (Under The Parent Company Of Lutheran Child And Family Services) (#701049)	None	Substitute Care	01/18/2012	02/08/2012	Mark As Error
Abner Derek And Laura (#573733149)		Substitute Care	01/16/2012	01/18/2012	Mark As Error

Manage Placement Referrals

Add Runaway From Placement

Add Placement

Click “Manage
Step 4: Placement Referrals”
to create an ICPR



You will then be taken into the KidTraks
system

Probation ICPRs for 2012 Rates: DCS foster homes, LCPA foster homes and Residential



Residential Rates

- New rates for all residential providers effective January 1, 2012.
- ICPRs expire every 6 months, new ICPR is required every 6 months and with every placement/program move
- ICPRs needed with each residential placement within 6 days of placement:
 - Must be generated in KidTraks
 - No longer require the PO or DCS local office director signature
 - Deliver to residential provider via KidTraks Vendor.

Placements that do not need an ICPR

- Integrated Services Pilot
- Cross Systems of Care
- Hospital
- Psychiatric Residential Treatment Facility (PRTF)
- Detention (Secure or Non-Secure, not paid for by DCS)

Residential Rates

- ICPR will contain program rate and bx health package
- Bx Health Changes in residential contract:
 - Residential providers must bill Medicaid first.
 - DCS has pre-approved behavioral health packages for all residential providers.
 - If PO wishes therapist to attend court hearing, this must be requested in writing as Residential Provider will bill separate for this. THIS IS NOT INCLUDED IN THE PER DIEM.

Residential -- Special Cases

- If a child's needs exceed the services included in the service package, the residential provider should contact the DCS Clinical Resource Specialist.
- If DCS is in agreement, Clinical Resource Specialist will make a referral for services in addition to the service package.

DCS FOSTER HOMES AND LCPA FOSTER HOME RATES – Background Information

- Foster parents are entitled to a daily payment (per diem) for each child placed in their home by DCS.
- Payments are meant to cover the reasonable costs of:
 - Food
 - Clothing
 - Shelter
 - Daily Supervision
 - Certain categories of travel expenses
 - Personal incidentals for the child, including school supplies
- In 2012, LCPAs may not pay less than the DCS foster care rates to their foster parents.
 - DCS will also pay LCPAs an administrative payment to cover case management and related costs.

DCS FOSTER HOMES AND LCPA FOSTER HOME RATES – Background Information

- Foster care per diems vary based on the age of the child and the child's category of supervision.

3 Age Groups:

- 0 – 4 years old
- 5 – 13 years old
- 14 – 18 years old

4 Categories of Supervision:

- Foster Care
- Foster Care with Services
- Therapeutic Foster Care
- Therapeutic Plus

- This applies to DCS and LCPA foster homes

Determining the Category of Supervision

- DCS will pay the therapeutic rate for all probation placements unless a CANS is completed by CMHC and reflects a lower or higher level of placement recommendation
- Categories of supervision align closely with CANS placement recommendations:
 - Foster Care (same)
 - Foster Care with Services (same)
 - Therapeutic Foster Care (same)
 - Therapeutic Plus Foster Care (CANS group home or higher)
- A child in any of these categories may be and likely will be receiving some level of community-based services.

Individual Child Placing Referral

- POs must generate ICPRs for all probation youth placed in a DCS paid placement beginning February 15, 2012.
- Per diem rate will auto-populate based on the Foster Home selected category of supervision
- Signatures are no longer required.

LCPA Foster Home ICPR

- The PO will generate in KidTraks an ICPR for each child in placement
- The ICPR will include the total payment rate (foster parent plus LCPA admin rate), the category of supervision, billing codes for the LCPA
- ICPRs expire every 6 months, new ICPR is required every 6 months
- A new ICPR is required for any change in placement, category of supervision, age

LCPA Foster Home ICPR

- It will also show any bx health referred to LCPA
- Bx health referred to CMHC or other community provider will be through service referral (and will NOT be on ICPR)
- All LCPAs should have access to Vendor Portal to view the ICPR

LCPA Foster Home ICPR

- Bx health for children in LCPA foster homes
 - Must refer therapy to LCPA if child is therapeutic or therapeutic plus unless it's in their best interest to be referred elsewhere. Best interests may be:
 - Child is already in therapy with another provider
 - Child needs specialized therapy not offered by LCPA
 - Can refer therapy to any provider for children in foster care and foster care with services

LCPA Foster Home ICPR

- Bx health for children in LCPA foster homes
 - Not all LCPAs are contracted to provide therapy
 - Case management vs. counseling/therapy: If PO wishes therapist to attend court hearing, this must be requested in writing as LCPA will bill separate for this. THIS IS NOT INCLUDED IN THE PER DIEM.

Additional Reimbursements for youth in Foster Homes ONLY

- Initial Clothing and Personal Items Allowance
- Personal Allowance
- Special Occasion Allowance
- Travel Reimbursement

Initial Clothing and Personal Items Allowance

- When a child is removed from the home, Probation should make every effort to allow the child to take personal belongings and clothing with him/her.
- DCS may provide an Initial Clothing and Personal Items Allotment of up to \$200 within 60 days of the first DCS paid placement.
- The PO must take an inventory of the child's clothes and personal belongings at time of placement to determine whether an initial clothing allowance is appropriate.

Initial Clothing and Personal Items Allowance

- The Initial Clothing and Personal Items Allowance is for the child's clothing/personal item needs at time of placement.
-referral / voucher must be issued within 60 days of placement
- The foster care per diem covers ongoing clothing due to changes in season, growth spurts, etc.
- Additional clothing payments available in limited circumstances through a written appeal.

Personal Allowance

- Every child **is entitled to** an annual personal allowance of up to \$300 once the child has been in placement for at least 8 days.
- Personal allowance items may include (not an exhaustive list):
 - High chair, car seat, or other baby equipment;
 - A prom dress or other special occasion clothing;
 - Computers, e-Readers, software,
 - Extracurricular activity fees or equipment; and
 - School pictures, tutoring, summer school, or other related school events/fees.
- Foster parents must request approval in advance to spend personal allowance funds.

Personal Allowance

- Items purchased and reimbursed through the personal allowance belong to the child.
- Foster parents need a referral from the DCS ***prior to*** purchasing the item and invoicing for reimbursement.
- If a child moves placement mid-year, the new foster parent may request to use any remaining personal allowance funds for the year.
- The amount of personal allowance funds available can be viewed in KidTraks.

Special Occasion Allowance

- Foster parents may submit requests for reimbursement for 2 special occasion allowances:
 - \$50 for each child in placement on his/her birthday
 - \$50 for each child in placement on December 25th
- Foster parent does not need a referral

Travel Reimbursement

- The foster care per diem includes a mileage reimbursement of up to 5.3 miles per day or approximately 162 miles per month.
- Mileage reimbursement is available for the following types of travel:
 - Visitation with parents, siblings or relatives;
 - Physical or behavioral health appointments;
 - School (if not required to be provided by the school corporation)
 - DCS required, case related travel (court, case conferences, child and family team meetings)
 - Other travel approved in advance by DCS.
- Mileage will be reimbursed at the state mileage reimbursement rate – currently \$0.44

Travel Reimbursement

- Foster parents must keep a mileage log and submit a travel claim to receive reimbursement.
- Mileage should be tracked starting at mile 1.
- POs will NOT be required to validate all travel reimbursement claims.

What if I have questions?